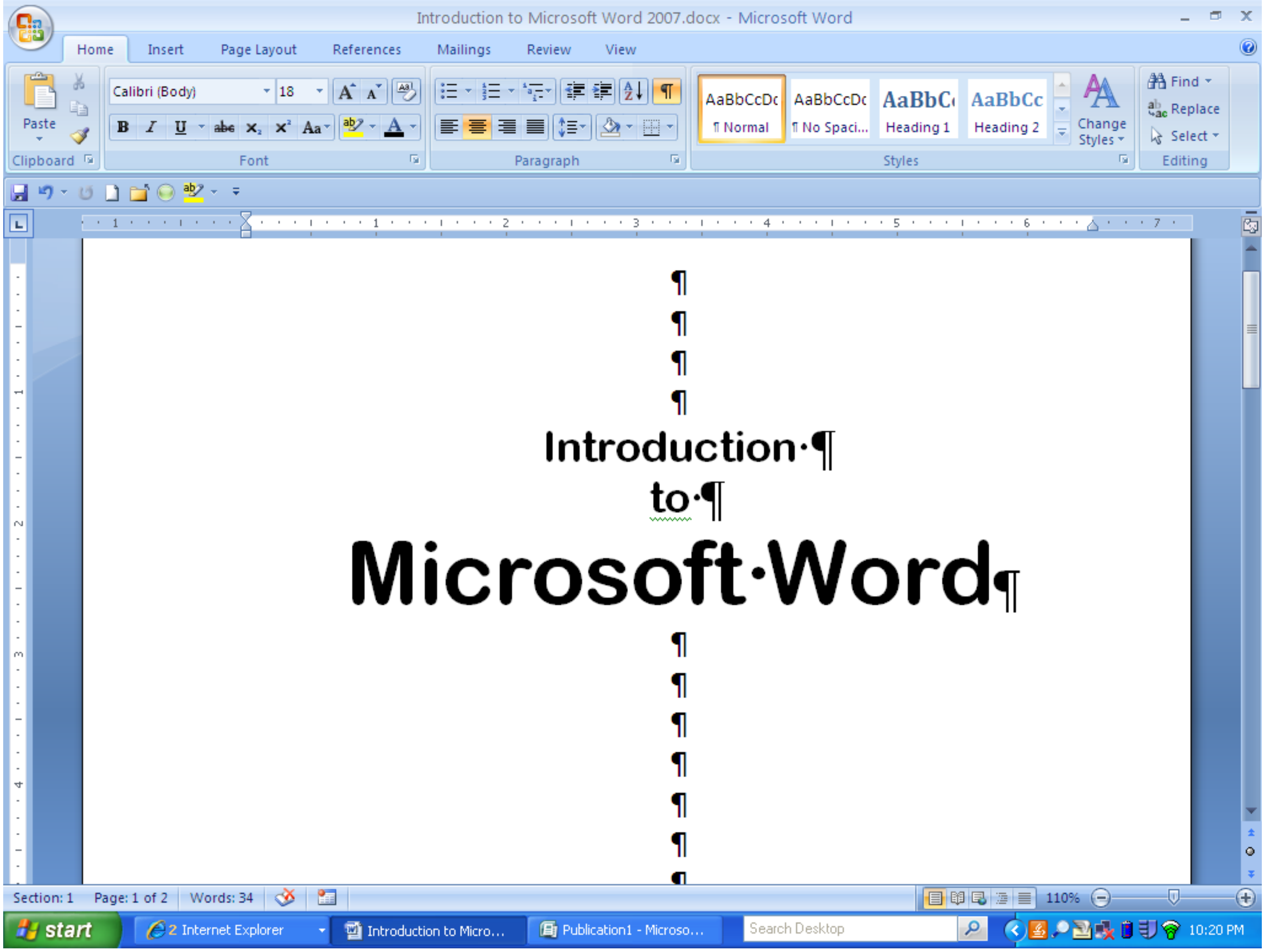
Introduction to Microsoft Word 2007.docx - Microsoft Word
Home
Insert
Page Layout
References
Mailings
Review
View
Paste
Clipboard
Calibri (Body)
18
Font
Paragraph
AaBbCcDc ¶ Normal
AaBbCcDc ¶ No Spaci...
AaBbCc Heading 1
AaBbCc Heading 2
Change Styles
Styles
Find
Replace
Select
Editing
Section: 1
Page: 1 of 2
Words: 34
110%
start
2 Internet Explorer
Introduction to Micro...
Publication1 - Microso...
Search Desktop
10:20 PM

¶
¶
¶
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Introduction·¶
to·¶
Microsoft·Word¶
¶
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¶
¶
¶
¶

Legislative Services Agency
Gigi Brickle, Director
1105 Pendleton Street
223 Blatt Building
Columbia, S.C. 29201
803-212-4420

TABLE OF CONTENTS

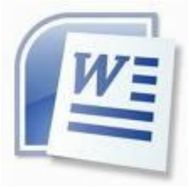
Starting Microsoft Word.. 4
The Office Button 5
The Ribbon... 5
Quick Access Toolbar (QAT) 5
Saving Your Document 9
Network Logistics 10
Printing Your Document 11
Opening A Document.. 12
Key Tips 13
Spell Check Your Document.. 15
Saving to a Specific Folder 17
Creating a New Document.. 16
Editing Text 18
Deleting Text.. 21
Inserting Text 22
Undoing/Redoing 23
Formatting Text.. 24
Working with Font 25
Changing Paragraph Alignment... 26
Using Windows Aero Peak.. 27
Copying Text Between Documents....................................... 29
Creating a letter.. 30
Creating an Envelope.. 33
Creating an Autotext Entry.. 34
Using a Macro to Open a Bill 36
Additional Macros... 37
Format Painter 39
Moving Through Your Document 40
Adding to the Quick Access Toolbar (QAT) 41
Using the Select Browse Object... 44
Index 46

INTRODUCTION

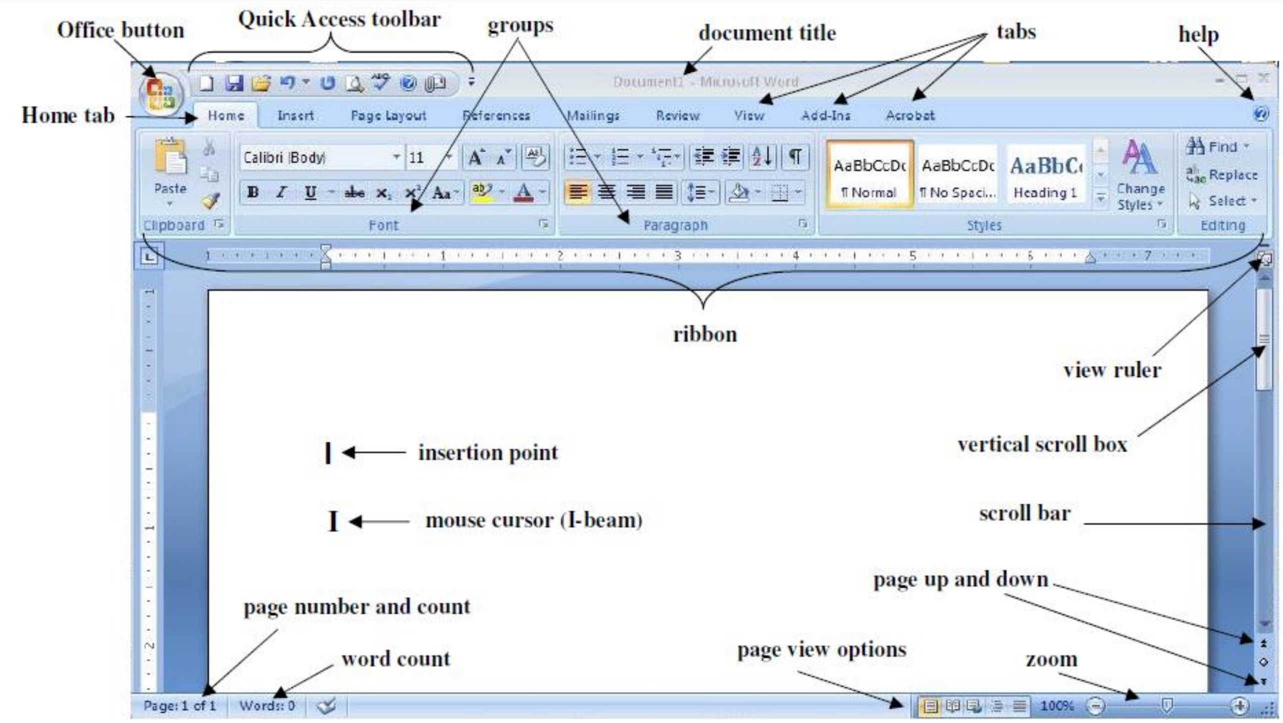
Microsoft Word is a word processing program that allows you to create, revise, and save documents for printing and future retrieval. As you type, the words are displayed on a monitor or screen, and are stored in computer memory rather than on paper.

HOW TO START MICROSOFT WORD

Log-on to the LSA network.



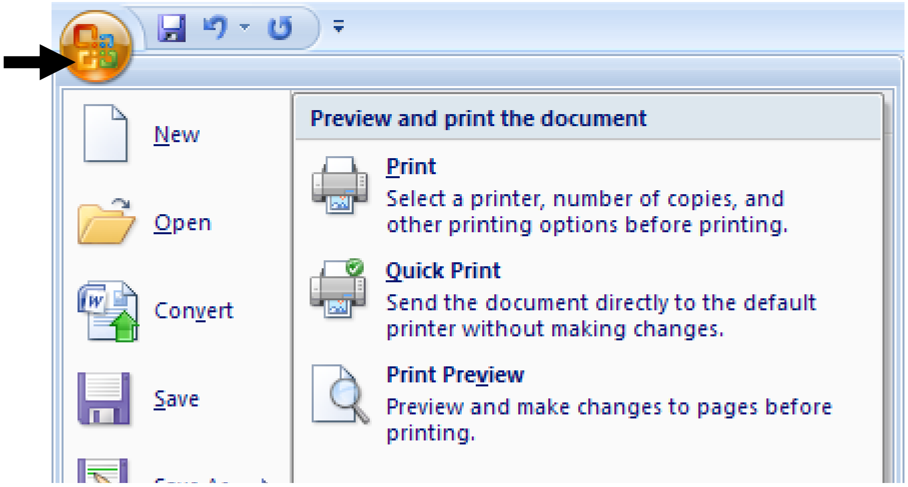
1. Click the **Microsoft Word icon** on your desktop.


Office button
Quick Access toolbar
groups
document title
tabs
help
Home tab
Document1 - Microsoft Word
Home
Insert
Page Layout
References
Mailings
Review
View
Add-Ins
Acrobat
Clipboard
Font
Paragraph
Styles
Editing
ribbon
view ruler
vertical scroll box
insertion point
mouse cursor (I-beam)
scroll bar
page up and down
page number and count
word count
page view options
zoom
Page: 1 of 1
Words: 0
100%

2. A blank document will open.
3. The title bar will display: “Document1 – Microsoft Word.”

Office Button

The Office Button - The **Office Button** is located in the top left-hand corner of the window.


New
Open
Convert
Save

Preview and print the document

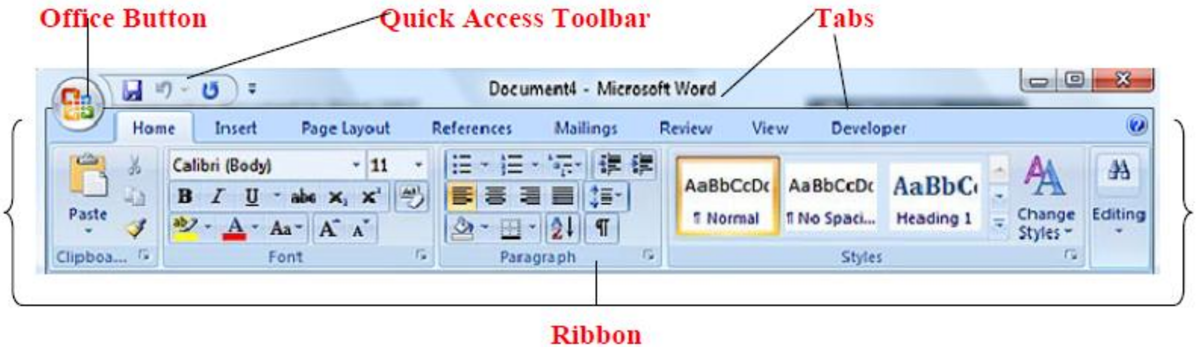
Print
Select a printer, number of copies, and other printing options before printing.

Quick Print
Send the document directly to the default printer without making changes.

Print Preview
Preview and make changes to pages before printing.

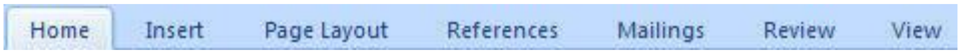
Ribbon

The Ribbon keeps commands visible while you work.


Office Button
Quick Access Toolbar
Tabs
Document4 - Microsoft Word
Home
Insert
Page Layout
References
Mailings
Review
View
Developer
Paste
Clipboa...
Calibri (Body)
11
Font
Paragraph
AaBbCcDc
¶ Normal
AaBbCcDc
¶ No Spaci...
AaBbC
Heading 1
Change Styles
Styles
Editing
Ribbon

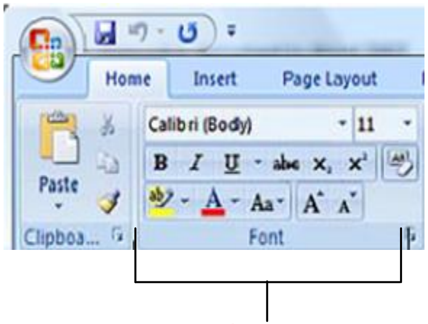
The Ribbon has 4 components:

1. **Tabs -** There are eight task-oriented **Tabs** located across the top of the ribbon. Each **Tab** represents an activity area.


Home
Insert
Page Layout
References
Mailings
Review
View

2. **Groups** - Each tab has its own set of Groups that show related items together.

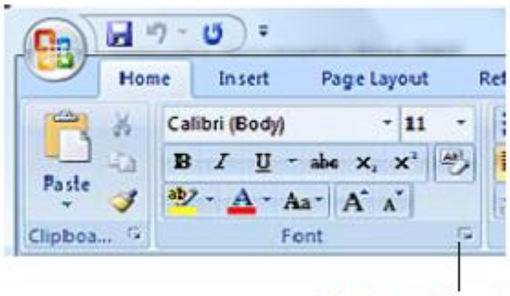
.


Home
Insert
Page Layout
Calibri (Body)
11
Paste
Clipboa...
Font

Group

3. **Command buttons** – These are buttons, boxes or menus relative to each group, e.g. the Font Name, Font Size, Font Color, and Strikethrough buttons are in the Font group, while Find and Replace are in the Editing group.

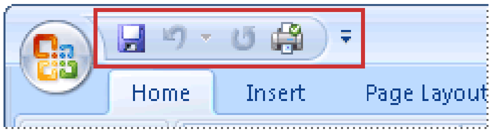
4. **Dialog Box Launcher** – is a small button in the lower right-hand corner of a group, indicating that there are more detailed or advanced options available.


Home
Insert
Page Layout
Ref
Calibri (Body)
11
Paste
Clipboa...
Font

Dialog Box Launcher

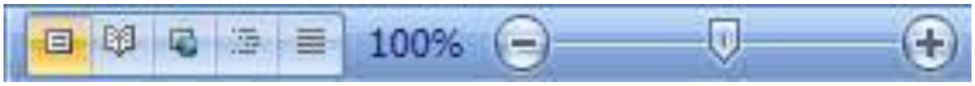
Quick Access Toolbar – QAT

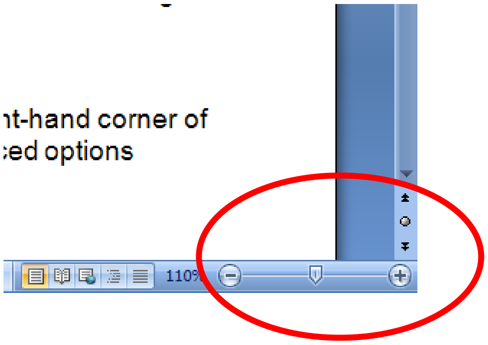
The **Quick Access Toolbar** is a customizable toolbar that contains shortcuts for commonly used tools. LSA has provided basic tools to the Quick Access Toolbar, such as **Print, Print One Page, Undo** and **Redo**. You can add and remove the tools on the **Quick Access Toolbar** based on your personal preferences.



The Quick Access toolbar can be placed **above** or **below** the Ribbon.

The **Zoom Slider** (in the lower right corner of the screen) will enlarge or reduce the document in the window. This will not change the way the documents print.





Getting Started

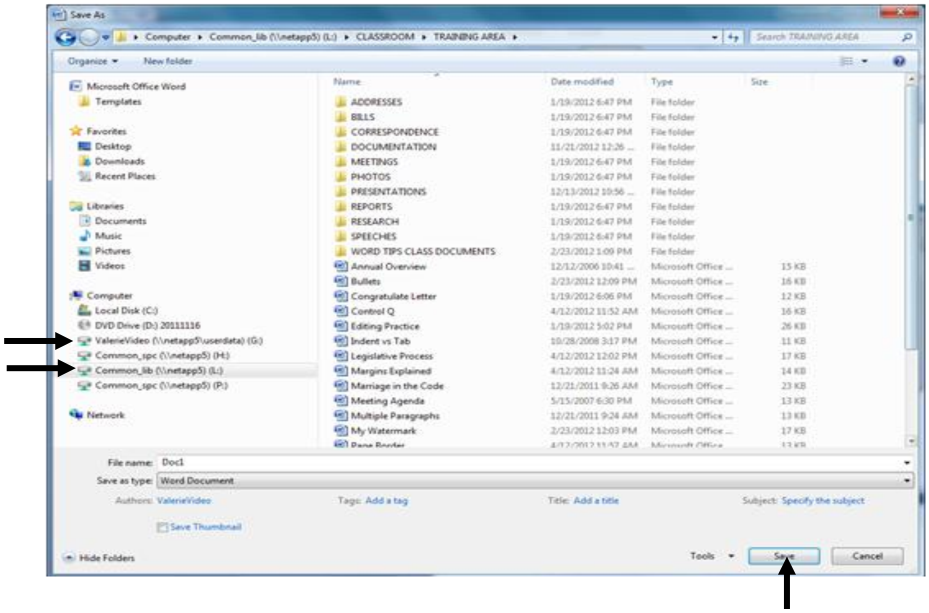
1. Locate the blinking cursor in your document. This is where you will begin typing.

2. Type the following sentence:

I like Microsoft Word.

Save Your Document

1. Click the **Office Button**.
2. Click the **Save** button.
3. Browse to the network drive, then to the folder where you'd like to save your document.



Save As
Computer ▸ Common_lib (\\netapp5) (L:) ▸ CLASSROOM ▸ TRAINING AREA ▸
Organize
New folder
ValerieVideo (\\netapp5\userdata) (G:)
Common_spc (\\netapp5) (H:)
Common_lib (\\netapp5) (L:)
Common_spc (\\netapp5) (P:)
Network
Tools
Save
Cancel
Hide Folders

File name: Doc1

Save as type: Word Document

Authors: ValerieVideo

TIP **Legislative Aides** and **Members of the House of Representatives** should save their files on **Network Drive G**:

4. Type a meaningful name for your document.
5. Click the **Save** button on the dialogue box.

Legislative Aides and **Members of the House of Representatives** should save their files on **Network Drive G**:

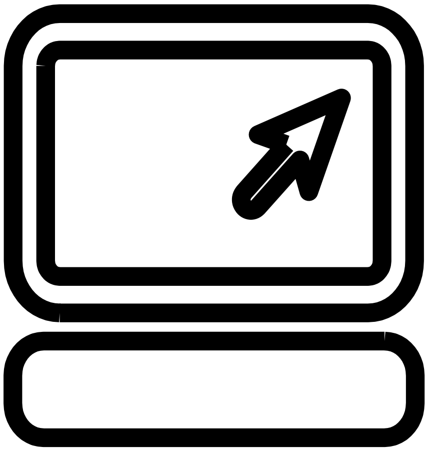
IMPORTANT NETWORK LOGISTICS

Changing Work Locations

If you work in more than one location on the LSA Network, please log-off at one location before logging-in at a different location.

Saving Files

To prevent loss of files:



Do not save any files to the C:\Drive (hard drive) of your computer.

Specifically - do not save files to your:
Desktop or to the
My Documents folder

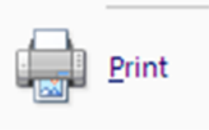
Files saved to the Desktop and the My Documents folders are stored on the C:\Drive of your computer and are not stored on the Network.

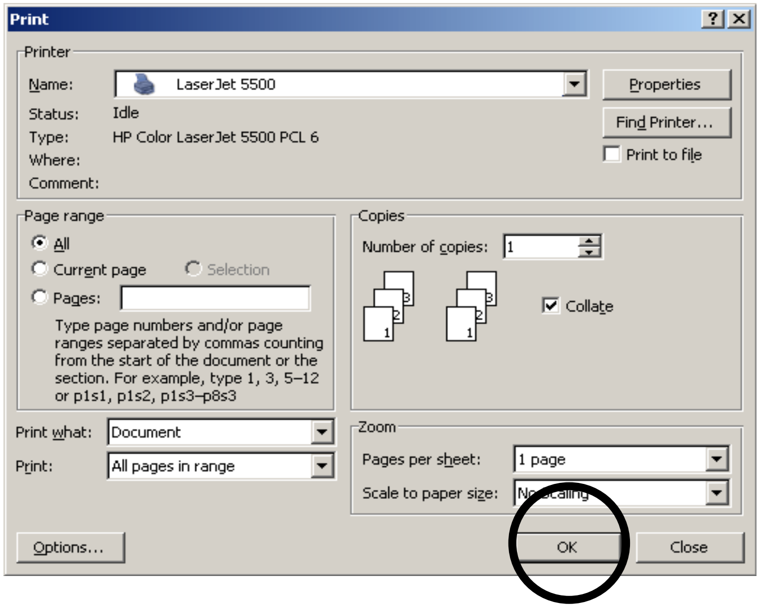
LSA staff can upgrade/replace your computer without notice.

Save files to the LSA NETWORK using:

Network Drive L:\
OR
Network Drive G:\\ Legislative Aides and Members of the House should save all their files Network Drive G:

Print Your Document

1. **Click** the **Office Button**
2. Click the **Print**  icon.
3. Click the **OK** button**.**


Print
Printer
Properties
Find Printer…
Page range
Copies
Zoom
Options…
OK
Close

Name: LaserJet 5500
Status: Idle
Type: HP Color LaserJet 5500 PCL 6
Where:
Comment:
☐ Print to file

● All
○ Current page ○ Selection
○ Pages:

Type page numbers and/or page ranges separated by commas counting from the start of the document or the section. For example, type 1, 3, 5–12 or p1s1, p1s2, p1s3–p8s3

Number of copies: 1
☑ Collate

Print what: Document
Print: All pages in range
Pages per sheet: 1 page
Scale to paper size: No Scaling

TIP

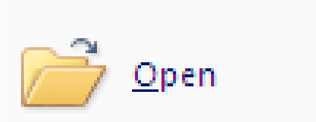
You can also click the **print icon** on the Quick Access Toolbar.

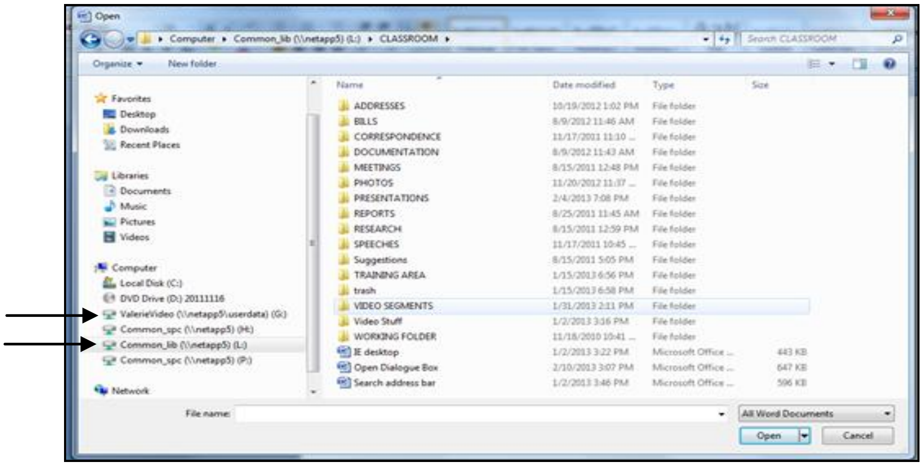
Opening a Word Document

There are two ways to open an existing Word document.

1. Click the **Office** button.
2. A list of recently opened documents will be displayed the **Recent Documents** menu.
3. Click any file name to open it.

OR

1. Click the **Office** button.
2. Select the  command from the menu.
3. The **Open** dialog box will appear.


Open
Computer ▸ Common_lib (\\netapp5) (L:) ▸ CLASSROOM ▸
Search CLASSROOM
Organize ▾
New folder
Favorites
Desktop
Downloads
Recent Places
Libraries
Documents
Music
Pictures
Videos
Computer
Local Disk (C:)
DVD Drive (D:) 20111116
ValerieVideo (\\netapp5\userdata) (G:)
Common_spc (\\netapp5) (H:)
Common_lib (\\netapp5) (L:)
Common_spc (\\netapp5) (P:)
Network
File name:
All Word Documents
Open
Cancel

Name	Date modified	Type	Size
ADDRESSES	10/19/2012 1:02 PM	File folder	
BILLS	8/9/2012 11:46 AM	File folder	
CORRESPONDENCE	11/17/2011 11:10 ...	File folder	
DOCUMENTATION	8/9/2012 11:43 AM	File folder	
MEETINGS	8/15/2011 12:48 PM	File folder	
PHOTOS	11/20/2012 11:37 ...	File folder	
PRESENTATIONS	2/4/2013 7:08 PM	File folder	
REPORTS	8/25/2011 11:45 AM	File folder	
RESEARCH	8/15/2011 12:59 PM	File folder	
SPEECHES	11/17/2011 10:45 ...	File folder	
Suggestions	8/15/2011 5:05 PM	File folder	
TRAINING AREA	1/15/2013 6:56 PM	File folder	
trash	1/15/2013 6:58 PM	File folder	
VIDEO SEGMENTS	1/31/2013 2:11 PM	File folder	
Video Stuff	1/2/2013 3:16 PM	File folder	
WORKING FOLDER	11/18/2010 10:41 ...	File folder	
IE desktop	1/2/2013 3:22 PM	Microsoft Office ...	443 KB
Open Dialogue Box	2/10/2013 3:07 PM	Microsoft Office ...	647 KB
Search address bar	1/2/2013 3:46 PM	Microsoft Office ...	596 KB

4. Navigate to the Network Drive - then to the folders where your files are located.

5. Double-click the file (to open).

6. Your document will be displayed on the screen.

TIP Several documents can be open simultaneously – just repeat steps 1 – 5 above.

KEY TIPS

The shortcuts In Word 2007 are called **Key Tips**.

1. Press **ALT** key on the keyboard and **Key Tip badges** will display on:

   a) Ribbon tabs
   b) Quick Access Toolbar commands
   c) Microsoft Office Button.

Press the corresponding letter on the keyboard

Example Press **ALT** then **h** will display the **Home** tab.

Exercise

Open the Document called:

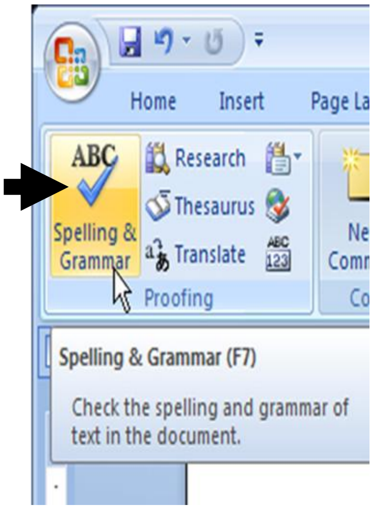
Spell Check.docx

Spell Check Your Document

Use the built-in Word 2007 spell checker after you create a document to proof it for typos, spelling errors, and repeated words. Then decide on a word-by-word case — or globally — whether you want Word 2007 to make spelling corrections.

Click the **Review** tab, click the **Spelling & Grammar** button.

Tell Word 2007 how to treat each item it finds misspelled.



Spelling & Grammar (F7)

Check the spelling and grammar of text in the document.

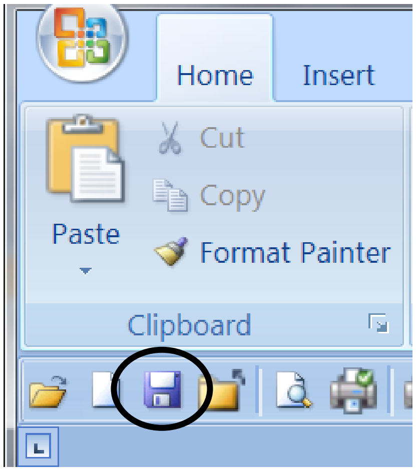
Choose from these actions:

- **Ignore Once:** Click this button to tell Word 2007 that this entry is fine.
- **Ignore All:** Click this button to tell Word 2007 that every same spelling of this word is fine.
- **Add to Dictionary:** Click this button to have Word 2007 add the word to its internal dictionary.
- **Change:** First choose (click) a word from the Suggestions panel at the bottom of the dialog box. Then click this button to have Word 2007 insert the corrected word.
- **Change All:** This works like Change but changes every instance of the misspelling in the document. You must choose a spelling from the Suggestions panel.

TIP *Keyboard Shortcut for Spell Check:* **F7**

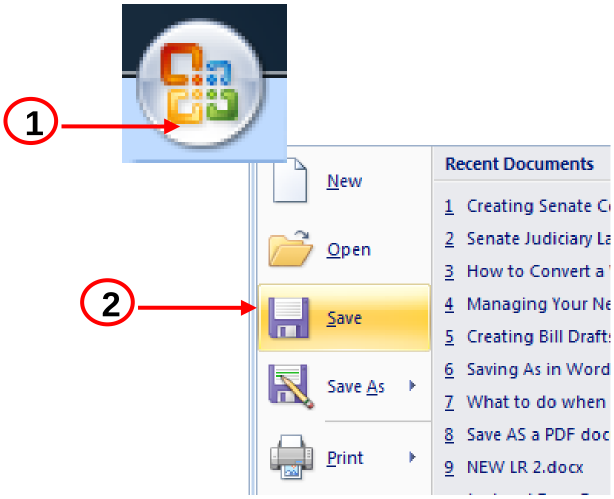
Saving a Word Document to a Specific Folder.

1. While in Microsoft Word - click **Save icon** on your **Quick Access Toolbar**

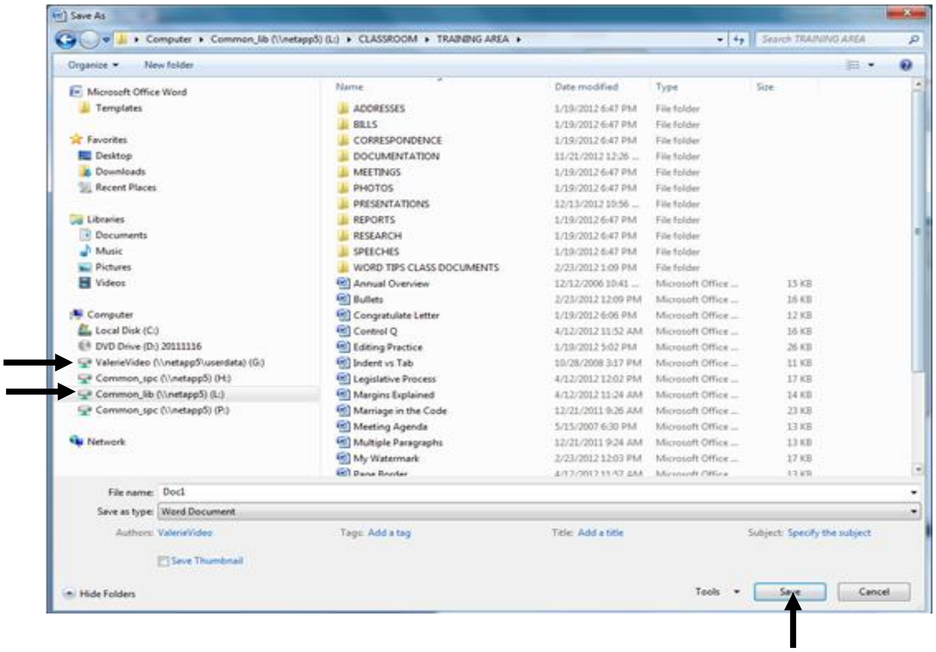

Home
Insert
Cut
Copy
Paste
Format Painter
Clipboard

or

Click the **Office Button** **>**
click **Save** on the menu.


1
2
New
Open
Save
Save As
Print
Recent Documents
1 Creating Senate C
2 Senate Judiciary La
3 How to Convert a
4 Managing Your Ne
5 Creating Bill Drafts
6 Saving As in Word
7 What to do when
8 Save AS a PDF doc
9 NEW LR 2.docx

2. When the **Save As dialogue box** opens


Save As
Computer ▸ Common_lib (\\netapp5) (L:) ▸ CLASSROOM ▸ TRAINING AREA ▸
Search TRAINING AREA
Organize ▾
New folder
Microsoft Office Word
Templates
Favorites
Desktop
Downloads
Recent Places
Libraries
Documents
Music
Pictures
Videos
Computer
Local Disk (C:)
DVD Drive (D:) 20111116
ValerieVideo (\\netapp5\userdata) (G:)
Common_spc (\\netapp5) (H:)
Common_lib (\\netapp5) (L:)
Common_spc (\\netapp5) (P:)
Network
Save Thumbnail
Hide Folders
Tools ▾
Save
Cancel

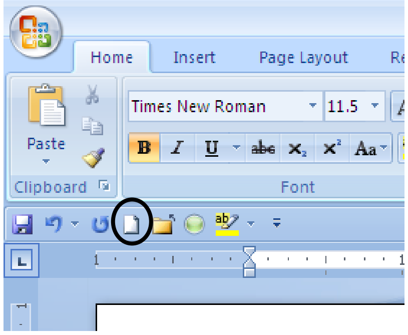
Name	Date modified	Type	Size
ADDRESSES	1/19/2012 6:47 PM	File folder	
BILLS	1/19/2012 6:47 PM	File folder	
CORRESPONDENCE	1/19/2012 6:47 PM	File folder	
DOCUMENTATION	11/21/2012 12:26 ...	File folder	
MEETINGS	1/19/2012 6:47 PM	File folder	
PHOTOS	1/19/2012 6:47 PM	File folder	
PRESENTATIONS	12/13/2012 10:56 ...	File folder	
REPORTS	1/19/2012 6:47 PM	File folder	
RESEARCH	1/19/2012 6:47 PM	File folder	
SPEECHES	1/19/2012 6:47 PM	File folder	
WORD TIPS CLASS DOCUMENTS	2/23/2012 1:09 PM	File folder	
Annual Overview	12/12/2006 10:41 ...	Microsoft Office ...	15 KB
Bullets	2/23/2012 12:09 PM	Microsoft Office ...	16 KB
Congratulate Letter	1/19/2012 6:06 PM	Microsoft Office ...	12 KB
Control Q	4/12/2012 11:52 AM	Microsoft Office ...	16 KB
Editing Practice	1/19/2012 5:02 PM	Microsoft Office ...	26 KB
Indent vs Tab	10/28/2008 3:17 PM	Microsoft Office ...	11 KB
Legislative Process	4/12/2012 12:02 PM	Microsoft Office ...	17 KB
Margins Explained	4/12/2012 11:24 AM	Microsoft Office ...	14 KB
Marriage in the Code	12/21/2011 9:26 AM	Microsoft Office ...	23 KB
Meeting Agenda	5/15/2007 6:30 PM	Microsoft Office ...	13 KB
Multiple Paragraphs	12/21/2011 9:24 AM	Microsoft Office ...	13 KB
My Watermark	2/23/2012 12:03 PM	Microsoft Office ...	17 KB
Page Border	4/12/2012 11:57 AM	Microsoft Office	13 KB

File name: Doc1
Save as type: Word Document
Authors: ValerieVideo
Tags: Add a tag
Title: Add a title
Subject: Specify the subject

3. Navigate to the desired **Network Drive.**
4. Change to the desired **folder View** to your preference *(optional)*.
5. Navigate until you see the desire folder.
6. **Double-click** to open the desired folder.
7. Type a name for your file.
8. Click the **Save** button.

Creating a New Document

1. Click the **New Document** icon on the Quick Access Toolbar.
2. You **do not** need to close any documents that are currently open.


Home
Insert
Page Layout
Paste
Clipboard
Times New Roman
11.5
Font

3. A new blank document will appear on your Word screen.
4. **Type** desired text in your document
5. **Save** your new document to the correct location on the network.
6. **Print** your document.

Exercise

1. Click a **New Document**
2. **Type** your name address in the document
3. **Save** the document to **Network Drive G:\** in the **Training Area folder.**
4. **Name** the document by your first name
5. **Print** your document.

6. Open the document called: **Editing Practice.docx**

EDITING TEXT

One of the most efficient methods of editing text is to select text before you edit it.

Selecting Text

	Action
Word	**Double-Click**
Sentence	**Ctrl+Click**
Paragraph	**Triple-Click**
Entire Document	**Ctrl + a**

Dragging

- Click at the beginning of the text to be selected.
- While depressing the **left mouse button.**
- Drag the mouse over the text to be selected.

Keyboard selecting

- Click at the beginning of the text to be selected.
- While holding down the **Shift Key.**
- Tap the up, down, right or left arrows to select text in the respective direction.

DELETING TEXT

1. Click where you want to delete text.
2. Press the **BACKSPACE** key to delete text to the **left** of your cursor

or

3. Press the **DELETE** key to delete text to the **right** of your cursor

Deleting a Word

A. **Double-click** on the word you want to delete (your text will become selected).
B. Press the **DELETE** key on your keyboard

Deleting a Paragraph

A. **Triple-click** in a paragraph to select it. (Your text will become selected).
B. Press the **DELETE** key on your keyboard

Deleting a Phrase

A. Click at the beginning of the text you want to delete.
B. Hold down the shift key will pressing the right arrow key. Your text will become selected.
C. Press the **DELETE** key on the keyboard

Replace Text

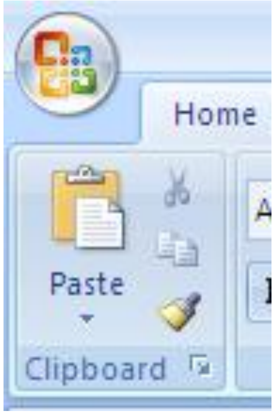
1. Select the text to be replaced and type the new text.

INSERTING TEXT

1. Click once at the beginning of the area where you want your new text is to appear.
2. Type your text.

CUT, COPY AND PASTE

Cut Text



1. Select the text you want to cut from your document.
2. Select the **Home** tab.
3. Click on **Cut** from the **Clipboard** group.

Keyboard Shortcut: **CTRL+X**

4. Click in the location that you'd like to place the text.
5. Click **Paste** from the **Clipboard group**.

Copy text

1. Select the text you wish to copy \
2. Select the **Home** tab.
3. Click on **Copy** from the **Clipboard group**.

Keyboard Shortcut: ***CTRL+C***

4. Click in the location that you'd like to place the text.
5. Click **Paste** from the **Clipboard group.**

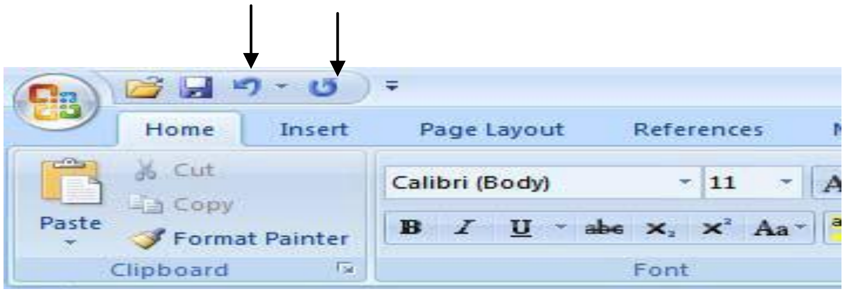
Undoing/Redoing Changes

To Undo Your Most Recent Action

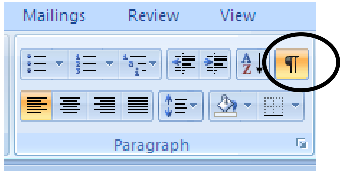
1. Click the **Undo button** on the **Quick Access Toolbar**.

To Cancel Your Most Recent Undo

1. Click on the **Redo button** on the Standard Toolbar.


Home
Insert
Page Layout
References
Paste
Cut
Copy
Format Painter
Clipboard
Calibri (Body)
11
B
I
U
abe
Aa
Font

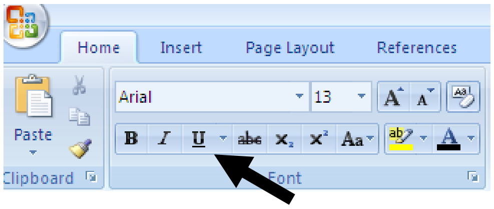
FORMATTING TEXT AND PARAGRAPHS


Mailings
Review
View
Paragraph

Viewing formatting marks can be a great advantage when editing your document.

1. Select the **Home** tab.
2. Click the **Show/Hide** button from the **Paragraph** group.

Formatting existing text


Home
Insert
Page Layout
References
Paste
Clipboard
Arial
13
Font

1. Select the text to be formatted
2. Select the formatting options you want to apply on the ribbon.

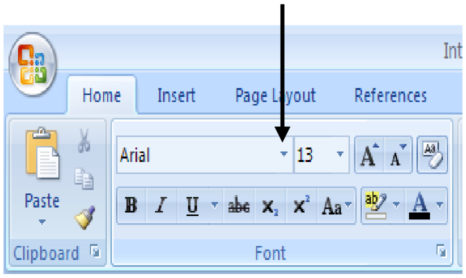
Normal Style

The Normal Style is the format used for all newly created documents. The default font on the LSA Network is **Times New Roman**.

WORKING WITH FONTS

Changing Font

1. Select text that you desire to change.

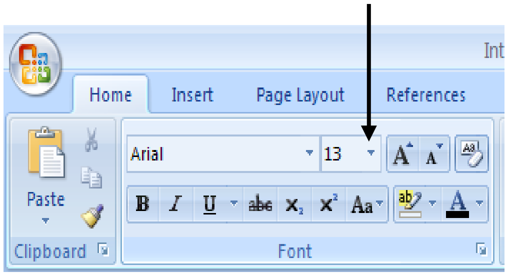

Int
Home
Insert
Page Layout
References
Arial
13
Paste
Clipboard
Font

2. Click on the dropdown arrow next to **Font Name** in the Font group.

3. Select a **new font style** from the drop-down list.

Changing Font Size

1. Select text that you desire to change.


Int
Home
Insert
Page Layout
References
Arial
13
Paste
Clipboard
Font

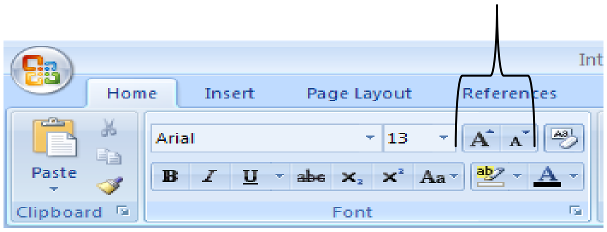
2. Click on the dropdown arrow next to **Font Size** in the Font group.

3. Click on the **new font size** from the drop-down list of selections.

Use Increase/Decrease Font Size buttons

1. Select text that you desire to change.

Increase / decrease font


Int
Home
Insert
Page Layout
References
Arial
13
Paste
Clipboard
Font

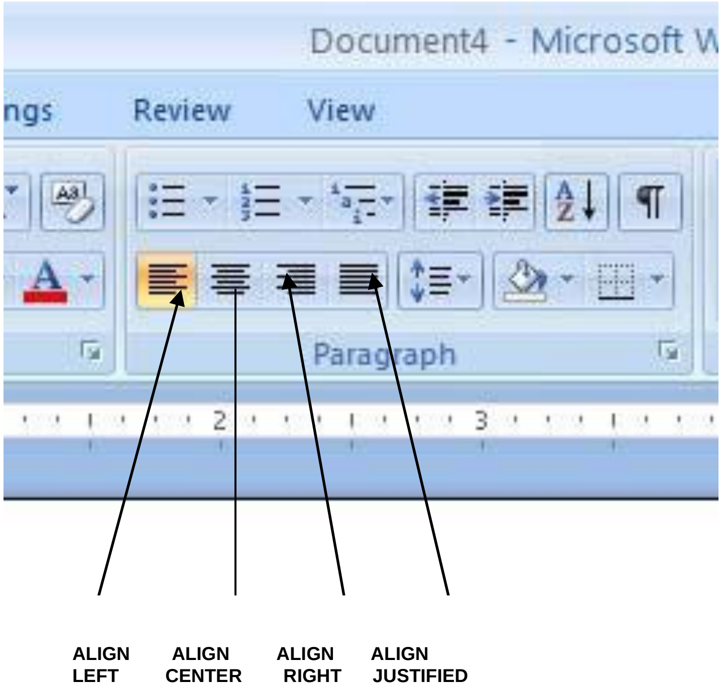
2. Click the **decrease** or **Increase Font** buttons until text reaches desired size.

CHANGING PARAGRAPH ALIGNMENT

There are 4 options for paragraph alignment in the Word environment.

a) Left
b) Centered
c) Right
d) Justified

1. Click once inside the paragraph you'd like to align.
2. Select the **Home** tab and locate the alignment buttons in the **Paragraph** group.
3. Select the alignment option you wish to use.


Document4 - Microsoft W
ngs
Review
View
Paragraph
2
3
ALIGN LEFT
ALIGN CENTER
ALIGN RIGHT
ALIGN JUSTIFIED

TIP *Multiple paragraphs can be aligned if text is selected before applying paragraph alignment.*

Using Windows Aero Peak to Manage Multiple Word Documents

You can use Windows 7 Aero Peek to take a quick look at other open documents without closing the document that you are currently working on.

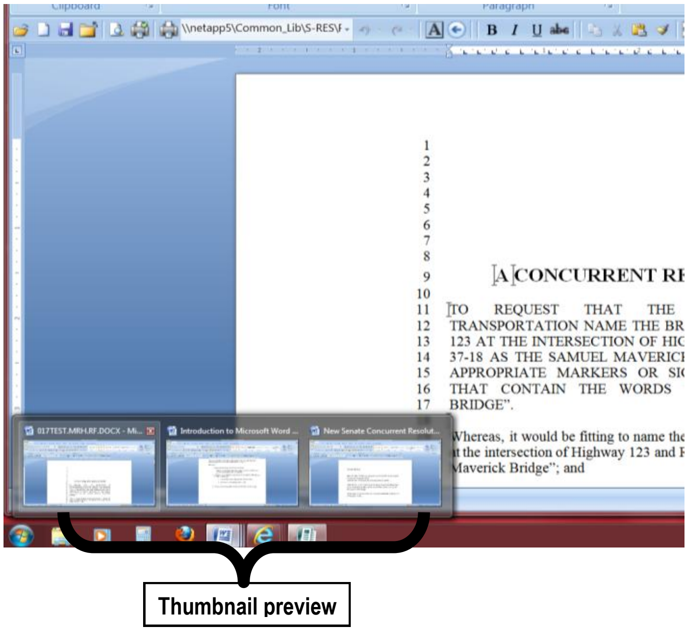
Here's how:

1. Open more than one document in Microsoft Word.

   When a new document is opened or created, Windows will stack open Word documents behind the new document.

2. Point your mouse to the Microsoft Word icon on your taskbar button and allow it to hover over the icon.

   - Thumbnail previews will appear of all open documents.
   - Notice the document names are also visible.


Clipboard
Font
Paragraph
\\netapp5\Common_Lib\S-RES\F
B
I
U
abc
A CONCURRENT RE
TO REQUEST THAT THE
TRANSPORTATION NAME THE BR
123 AT THE INTERSECTION OF HIG
37-18 AS THE SAMUEL MAVERICK
APPROPRIATE MARKERS OR SIG
THAT CONTAIN THE WORDS
BRIDGE".
Whereas, it would be fitting to name the
at the intersection of Highway 123 and F
Maverick Bridge"; and
017TEST.MRH.RF.DOCX - Mi...
Introduction to Microsoft Word ...
New Senate Concurrent Resolut...

Thumbnail preview

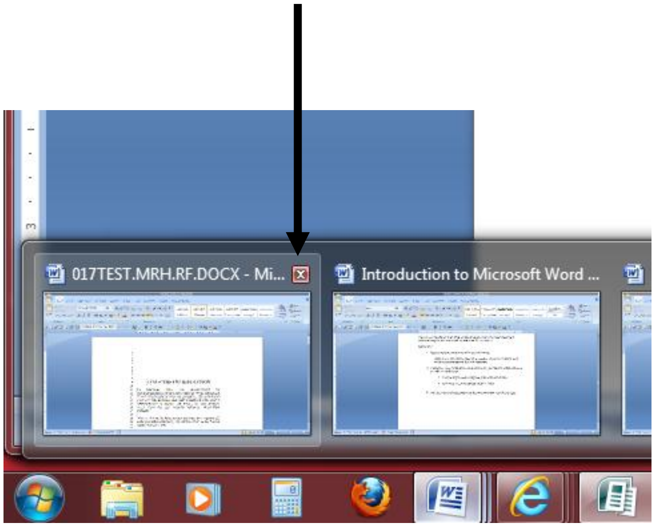
3. Click the thumbnail associated with the document that you'd like to open to bring to the foreground.

4. Repeat steps 2 and 3 to switch to a different document.

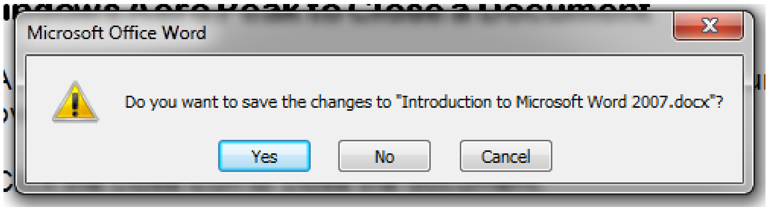
Using Windows Aero Peak to Close a Document

1. A close icon will appear on the thumbnail preview when your mouse hovers over a thumbnail preview.

2. Click the close icon to close the document.


017TEST.MRH.RF.DOCX - Mi...
Introduction to Microsoft Word ...

3. Microsoft Word will prompt you to save your document if necessary.


Microsoft Office Word
Yes
No
Cancel

Do you want to save the changes to "Introduction to Microsoft Word 2007.docx"?

Copying Text Between Two Documents

1. Open document containing text to be copied **(document 1)**
2. Open document where text is to be copied to **(document 2)**
3. Return to **document 1** and select the text to be copied.

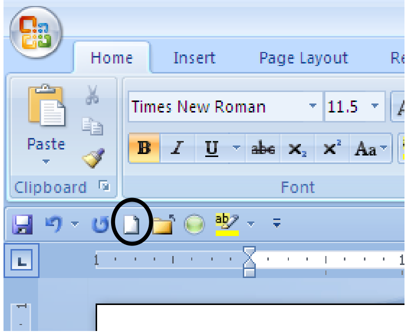
4. Click the **COPY** icon of the ribbon or press **Ctrl+ c**

5. Switch to document 2

6. Click once to anchor your cursor were copied text should be placed.
7. Click the **Paste** icon of the ribbon or press **Ctrl+ v.**

CREATING A LETTER

1. Click the **New Document** icon on the **Quick Access Toolbar**.



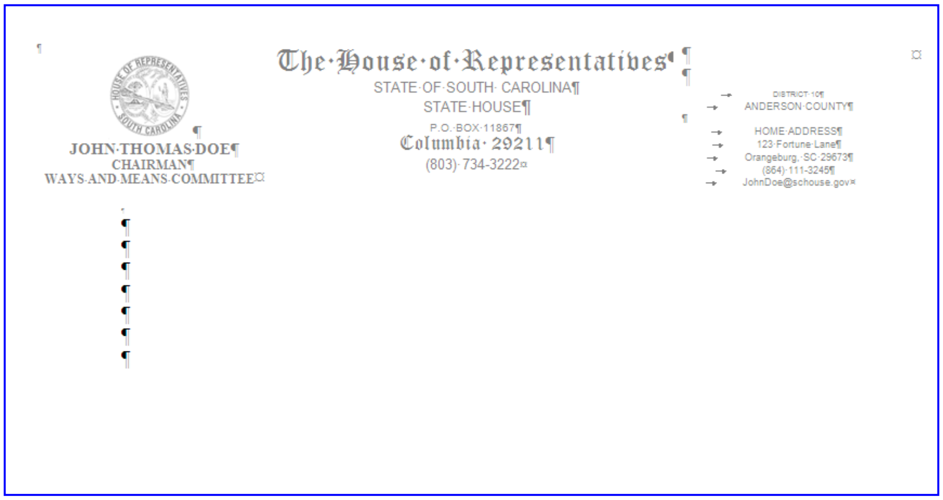
A new blank document will appear on your Word screen.

1. Place the appropriate number of **hard return]** in your document to accommodate for your letter head stationary.

2. **Hard returns** are created by pressing Enter key on your keyboard.

It is best to use a ruler to determine depth.

Sample of Legislative Stationary



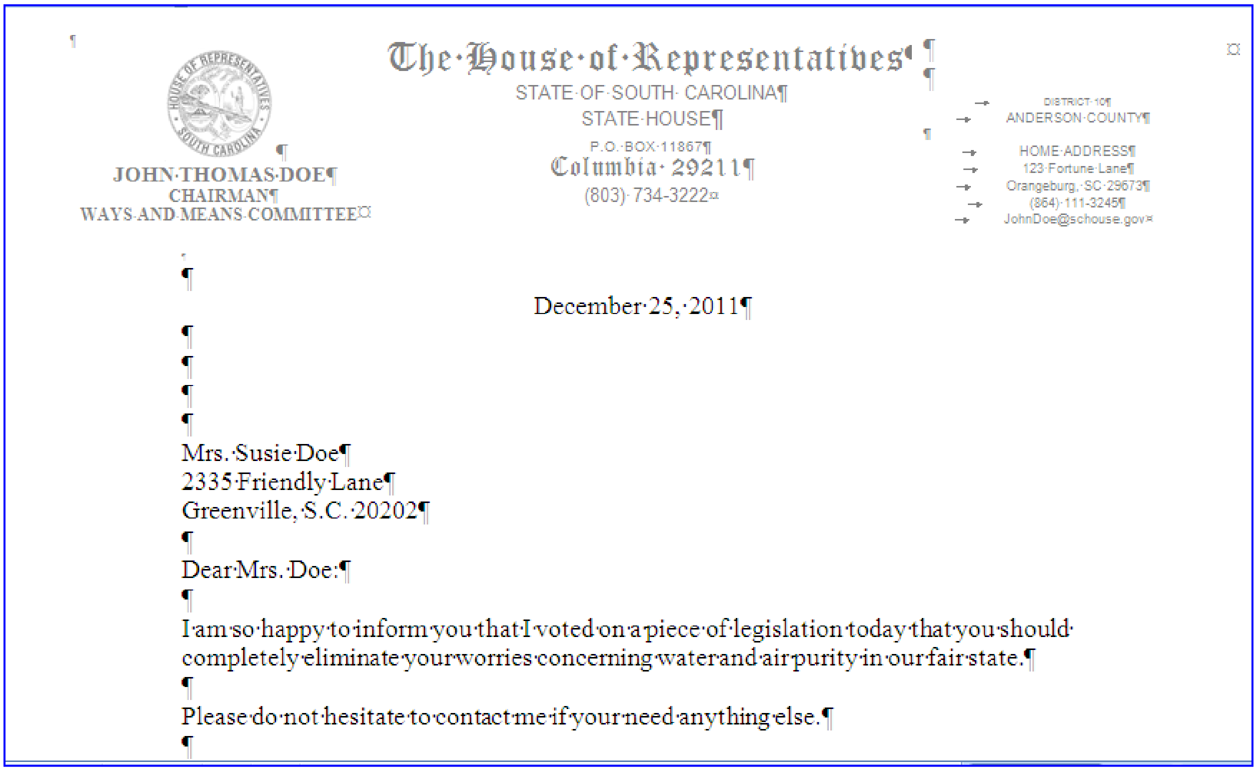
The House of Representatives
STATE OF SOUTH CAROLINA
STATE HOUSE
P.O. BOX 11867
Columbia 29211
(803) 734-3222

JOHN THOMAS DOE
CHAIRMAN
WAYS AND MEANS COMMITTEE

DISTRICT 10
ANDERSON COUNTY

HOME ADDRESS
123 Fortune Lane
Orangeburg, SC 29673
(864) 111-3245
JohnDoe@schouse.gov

3. Type the desired date for your letter.
4. **Center** the date.
5. **Save** and Name your document
6. Type Inside Address
7. Type salutation (use a colon for business letters or a comma for personal letters)
8. Type the text for your letter.
9. Type closing.
10. Re-save your document.
11. Print your letter.



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December 25, 2011

Mrs. Susie Doe
2335 Friendly Lane
Greenville, S.C. 20202

Dear Mrs. Doe:

I am so happy to inform you that I voted on a piece of legislation today that you should completely eliminate your worries concerning water and air purity in our fair state.

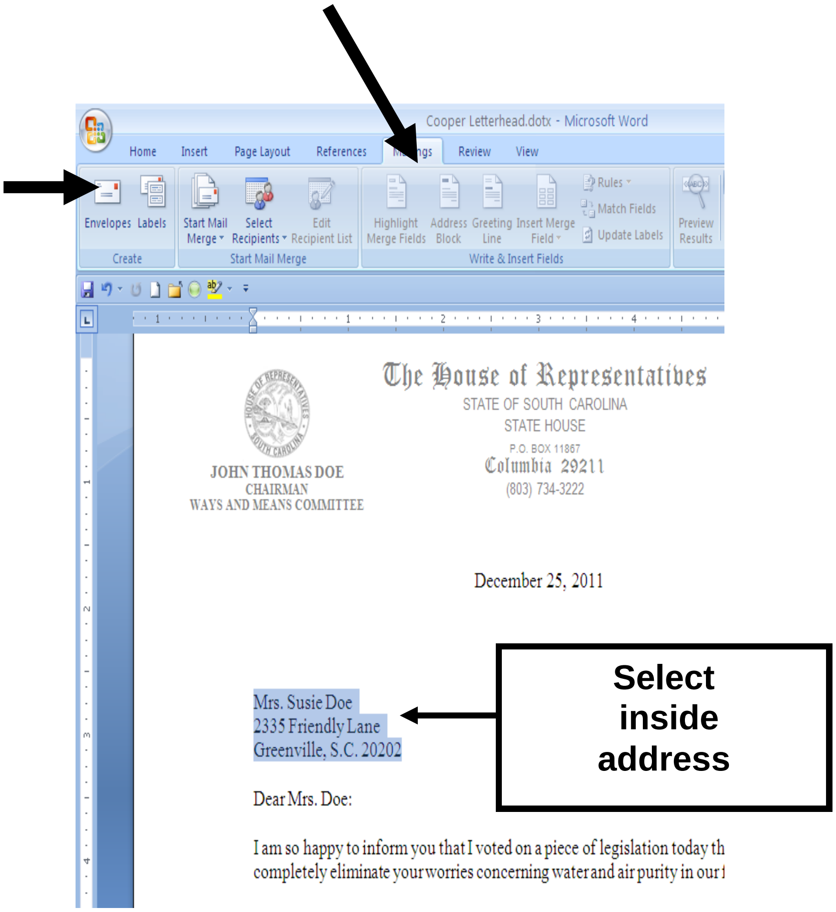
Please do not hesitate to contact me if your need anything else.

Exercise

1. Click the **New Document** icon on the **Quick Access Toolbar**.
2. Press the **ENTER key** to create the appropriate number of **[hard returns]** in your document to accommodate for your letter head stationary.
3. Type the desired date for your letter.
4. Center the date.
5. Save and name your document: **Jack Doe Letter**
6. Open the document called: **Congratulate Letter.docx**
7. Copy the text from the Congratulate Letter into your **Jack Doe Letter**
8. Change the font to a font of your choice.
9. Save your letter.
10. Print your letter.

Creating an Envelope

1. Once the letter has been typed, select the name and address of the recipient (the inside address).
2. Click the **Mailings tab** on the **Ribbon**
3. Click **Envelopes** in the **Create group**.


Cooper Letterhead.dotx - Microsoft Word
Home
Insert
Page Layout
References
Mailings
Review
View
Envelopes
Labels
Create
Start Mail Merge
Select Recipients
Edit Recipient List
Start Mail Merge
Highlight Merge Fields
Address Block
Greeting Line
Insert Merge Field
Rules
Match Fields
Update Labels
Write & Insert Fields
Preview Results

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STATE HOUSE
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December 25, 2011

Mrs. Susie Doe
2335 Friendly Lane
Greenville, S.C. 20202

Dear Mrs. Doe:

I am so happy to inform you that I voted on a piece of legislation today th
completely eliminate your worries concerning water and air purity in our

Select inside address

4. The Envelope & Labels dialog will appear. You will see the **address** in the **Delivery Address** field.
5. Make any editions to the address (optional).
6. Load an envelope into the envelope tray of your printer.
7. Click the **Print** button.

HOW TO CREATE AN AUTOTEXT ENTRY

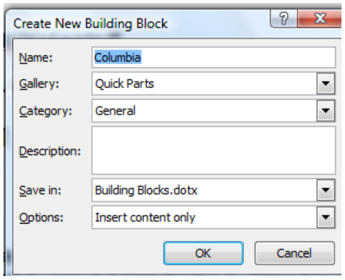
AutoText can be a handy feature when you have lots of text that you use over and over. Microsoft Word 2007 refers to autotext entries as Building Blocks. In these instructions, we'll be creating a **"Columbia"** AutoText entry . We'll use the letters **"co"** to recall the AutoText entry.

Here's how . . . .

1. In your Word document, **type** then **select** the text that you'd like to turn into an AutoText entry.

2. Press **Alt + F3**

   The Create New Building Block dialogue box will appear.



Create New Building Block

Name: Columbia
Gallery: Quick Parts
Category: General
Description:
Save in: Building Blocks.dotx
Options: Insert content only

3. **In the Name:** field, type the desired name for the AutoText entry. This would be the letters you want to type each time you recall the AutoText entry.

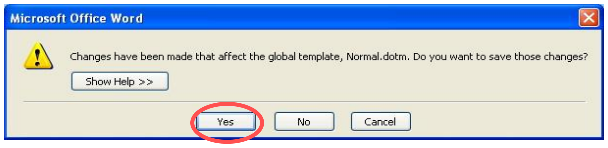
   In this example - change the word ***Columbia*** in the **Name field** to the letters ***co***

4. **In the Gallery:** field, click the drop-down arrow and select **AutoText**.

5. **In the Save in:** field, click the drop-down arrow and select **normal.dotm**.

6. Click the **OK** button.1

Warning –Your AutoText entry has been added to your normal.dotm template. However, you much now **save your normal template** in order for the AutoText entry to be available when you log-in at multiple locations.



Microsoft Office Word

Changes have been made that affect the global template, Normal.dotm. Do you want to save those changes?

7. **Close** Microsoft Word.

8. A message box will appear prompting you that ***"changes have been made that affect global templates Normal.dotm."***

9. Click the **Yes** button to save the change *(your new Autotext entry)* in your **Normal.dotm template.**

RECALLING YOUR AUTOTEXT ENTRY

1. Click once to anchor your cursor where you want the AutoText entry to go.

2. Type the AutoText entry name. (from step 3 above).

    a. In this illustration, type the letters *co*

3. Press **F3** key.

4. Your AutoText entry will appear on the screen.

USING A MACRO TO OPEN A BILL

(from current or previous sessions)

1. Press **Alt** + **F8**
2. Type **the name of the macro**
3. Press **ENTER**

Follow additional instructions when prompted.

Macro Name	Function of Macro
BILL	Retrieves a current bill with history and status page
B00	Retrieves a 1999-2000 session bill, with history & status
B02	Retrieves a 2001-2002 session bill, with history & status
B04	Retrieves a 2003-2004 session bill, with history & status
B06	Retrieves a 2005-2006 session bill, with history & status
B08	Retrieves a 2007-2008 session bill, with history & status
B10	Retrieves a 2009-2010 session bill, with history & status
B12	Retrieves a 2011-2012 session bill, with history & status
B90	Retrieves a 1989-1990 session bill
B92	Retrieves a 1991-1992 session bill, with history & status
B94	Retrieves a 1993-1994 session bill, with history & status
B96	Retrieves a 1995-1996 session bill, with history & status
B98	B06 a 1997-1998 session bill, with history & status
B00	Retrieves a 1999-2000 session bill, with history & status
B02	Retrieves a 2001-2002 session bill, with history & status
B04	Retrieves a 2003-2004 session bill, with history & status
B06	Retrieves a 2005-2006 session bill, with history & status
B90	Retrieves a 1989-1990 session bill
B92	Retrieves a 1991-1992 session bill, with history & status
B94	Retrieves a 1993-1994 session bill, with history & status
B96	Retrieves a 1995-1996 session bill, with history & status

ADDITIONAL MACROS

Using a Macro to open a Bill

4. Press **Alt** + **F8**
5. Type **the name of the macro**
6. Press **ENTER**

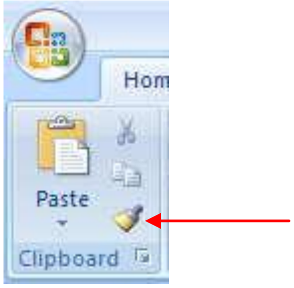
Following additional instructions if/when prompted.

BRAND	**BRANDS EACH PAGE OF DOCUMENT WITH FILENAME & PATH**
CLIP	**RETRIEVES A BILL TITLE FROM THE CURRENT SESSION**
CLIPS	**RETRIEVES MULTIPLE BILL TITLES FROM CURRENT SESSION**
CODE	**RETRIEVES CODE OF LAWS -- USE TXXCXXX NAMING WHERE X IS A NUMBER (i.e. 2-12-36 is T02C012). Supplements are integrated.**
COMPARE	**CONVERTS WORD'S COLOR DOCUMENT COMPARISON TO BLACK & WHITE**
CONSTI	**RETRIEVES S.C. CONSTITUTION DOCUMENTS -- USE AXX NAMING WHERE X IS A NUMBER (i.e. Article 2 is A02. Amendments are Amend1, Amend2 and Amend3.)**
DRAFTWATERMARK	**INSERTS DRAFT AS A WATERMARK ACROSS PAGE**
HC	**LISTS FILES IN THE HOUSE CALENDAR DIRECTORY, CALENDARS ARE LISTED BY DATE (YYYYMMDD)**
HCAL	**RETRIEVES HOUSE INVITATIONS CALENDAR (select the month needed, click open)**

HJ	**LISTS FILES IN THE HOUSE JOURNAL DIRECTORY, JOURNALS ARE LISTED BY DATE (YYYYMMDD)**
HMEET	**RETRIEVES HOUSE MEETING SCHEDULE**
PULLCLIP	**RETRIEVES CURRENT CLIP INTO DOCUMENT ON SCREEN**
PULLCLIPS	**RETRIEVES MULTIPLE CLIPS INTO DOCUMENT ON SCREEN**
REG	**RETRIEVES A CURRENT REGULATION DOCUMENT**
SC	**LISTS FILES IN THE SENATE CALENDAR DIRECTORY, CALENDARS ARE LISTED BY DATE (YYYYMMDD)**
SCAL	**RETRIEVES SENATE INVITATIONS CALENDAR (macro prompts you type the month needed)**
SJ	**LISTS FILES IN THE SENATE JOURNAL DIRECTORY, JOURNALS ARE LISTED BY DATE (YYYYMMDD)**
SMEET	**RETRIEVES SENATE WEEKLY MEETING SCHEDULE**

THE FORMAT PAINTER

The **Format Painter** is a high-speed formatting command. It's located on the very left of the Home tab (on your ribbon), in the same area as copy and paste. Bill Drafters have a Format **Painter** icon on their Quick Access Toolbar - QAT- as well. The Format Painter, it's a quick way of duplicating formatting from one section of text to another.



To use the format painter

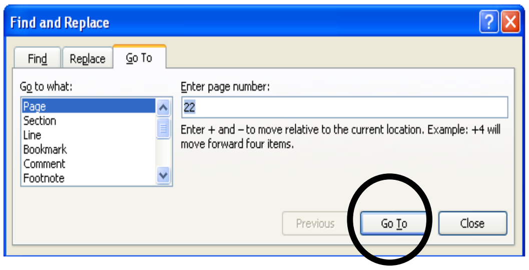
1. Place the cursor anywhere in the text whose format you want to copy
2. Click the **Format Painter button.**
3. Your mouse pointer will change to a paint brush icon.
4. Drag the Format Painter brush icon over the text that you want to paint the new format on.

MOVING THROUGH YOUR DOCUMENT

CTRL + Home key	will position your cursor at the top of your document
CTRL + End key	will position your cursor at the end of your document.
Page Up	will position your cursor to the previous screen
Page Down	will position your cursor to the next screen
CTRL + g	will position your cursor at the top of your page number that you enter.

A. Press **CTRL + g**

B. Type the page number in the white text box



Enter page number: 22

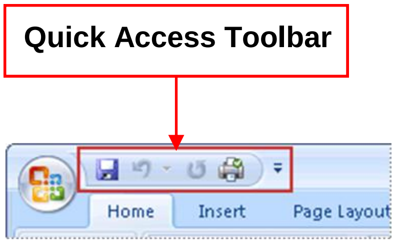
Enter + and – to move relative to the current location. Example: +4 will move forward four items.

Find and Replace
Find
Replace
Go To
Go to what:
Page
Section
Line
Bookmark
Comment
Footnote
Previous
Go To
Close

Click the **Go To** button.

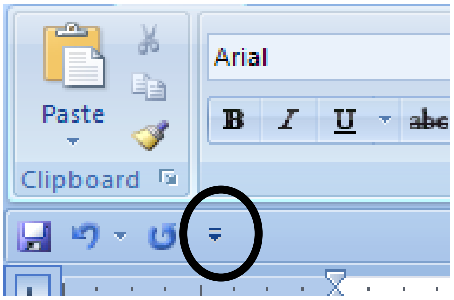
ADDING TOOLS TO THE QUICK ACCESS TOOLBAR - QAT - in Microsoft Word

The **Quick Access Toolbar** is a customizable toolbar that contains shortcuts for commonly used tools. LSA has added basic tools to your Quick Access Toolbar, such as **Print, Print One Page, Undo** and **Redo**. You can remove or add additional tools to your **Quick Access Toolbar** whenever you like.

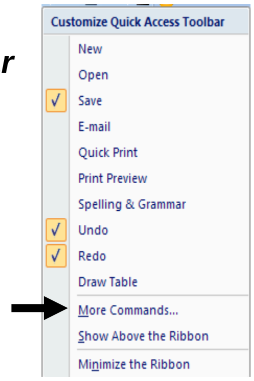

Quick Access Toolbar
Home
Insert
Page Layout

The **Quick Access toolbar** can be placed **above** or **below** the Ribbon.

1. Click the **Customize Quick Access Toolbar button** located to the right of your Quick Access Toolbar.


Paste
Clipboard
Arial
B
I
U
abc

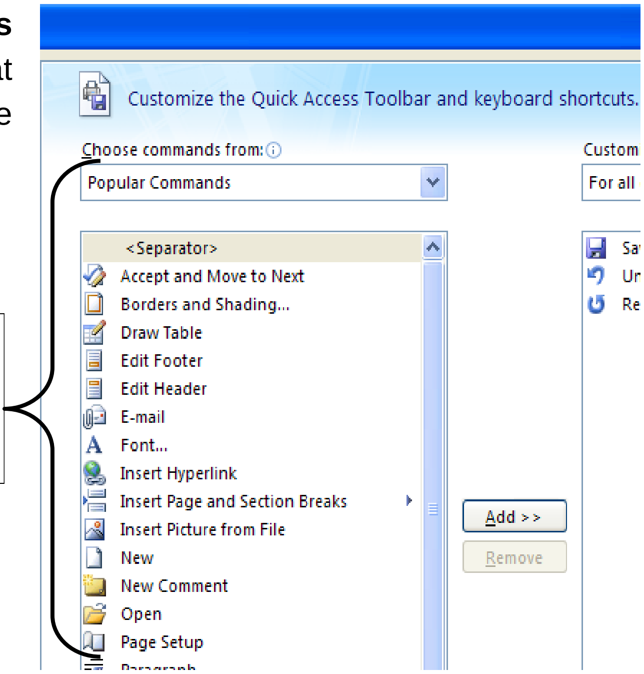
2. Click **More Commands** on the ***Customize Quick Access Toolbar*** *menu.*


Customize Quick Access Toolbar
New
Open
Save
E-mail
Quick Print
Print Preview
Spelling & Grammar
Undo
Redo
Draw Table
More Commands...
Show Above the Ribbon
Minimize the Ribbon

The ***Customize the Quick Access Toolbar and Keyboard Shortcuts*** *dialog box will appear.*

Popular Commands *(the default tools listing) will be displayed in the Customize dialog box.*

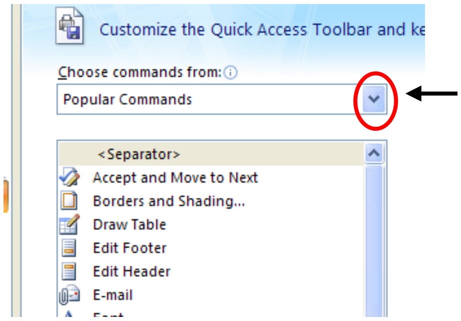
3. Review the **Popular Commands** (tools) listing first. The tool that you desire may be one of the popular commands.


Customize the Quick Access Toolbar and keyboard shortcuts.
<Separator>
Accept and Move to Next
Borders and Shading...
Draw Table
Edit Footer
Edit Header
E-mail
Font...
Insert Hyperlink
Insert Page and Section Breaks
Insert Picture from File
New
New Comment
Open
Page Setup
Add >>
Remove
Custom
For all
Sa
Ur
Re

Choose commands from: Popular Commands

Popular Commands Review this list 1st.

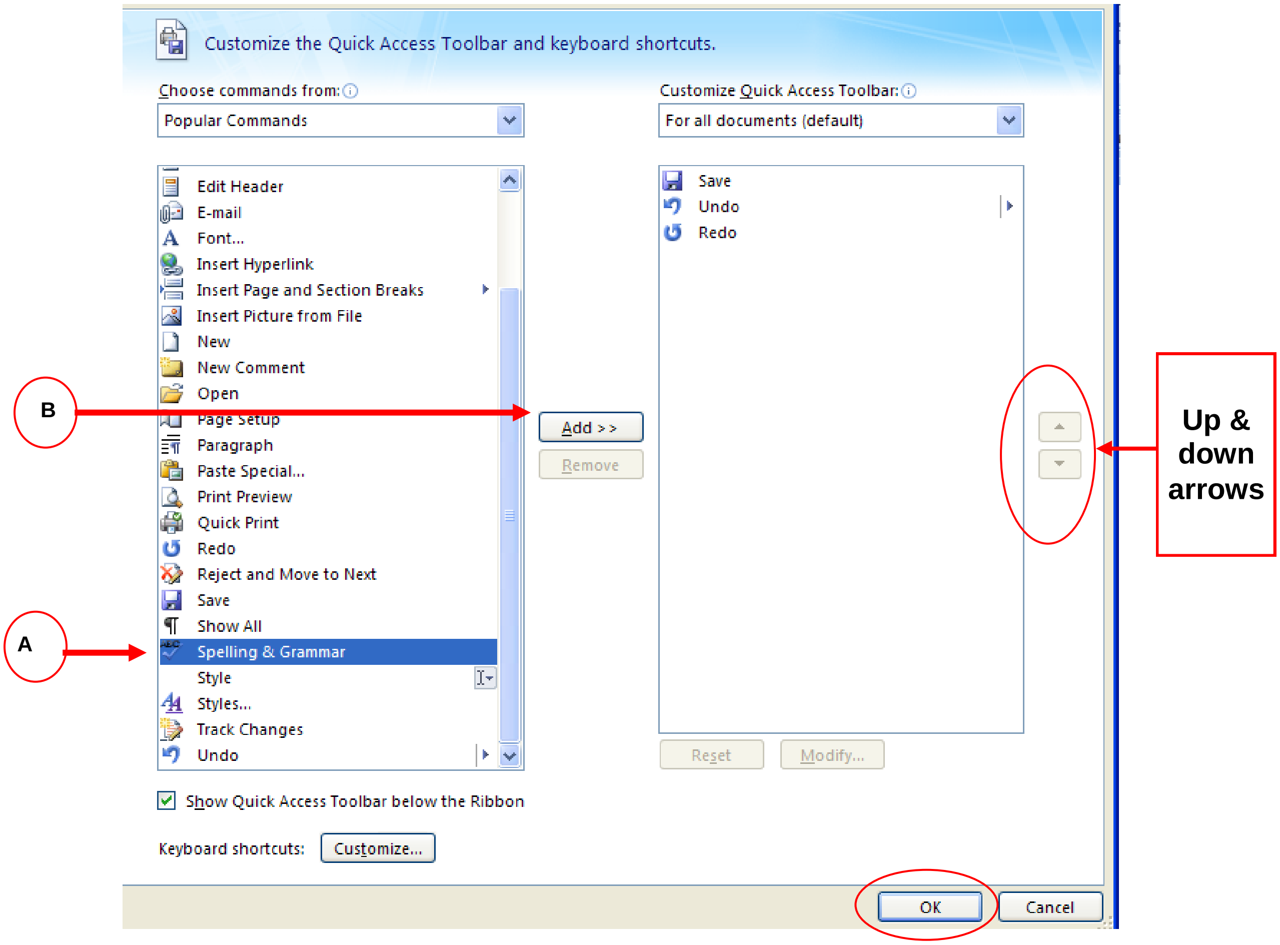
4. If not, select a different list of commands to add by clicking the **Choose commands from: drop-down list button.**


Customize the Quick Access Toolbar and ke
<Separator>
Accept and Move to Next
Borders and Shading...
Draw Table
Edit Footer
Edit Header
E-mail

Choose commands from: Popular Commands

The Commands pane will become populated with the appropriate new tools.

5. **Select** the tool that you would like to add to your Quick Access Toolbar.


Customize the Quick Access Toolbar and keyboard shortcuts.
Edit Header
E-mail
Font...
Insert Hyperlink
Insert Page and Section Breaks
Insert Picture from File
New
New Comment
Open
Page Setup
Paragraph
Paste Special...
Print Preview
Quick Print
Redo
Reject and Move to Next
Save
Show All
Spelling & Grammar
Style
Styles...
Track Changes
Undo
Add >>
Remove
Save
Undo
Redo
Reset
Modify...
Keyboard shortcuts:
Customize...
OK
Cancel
B
A
Up & down arrows

Choose commands from: Popular Commands

Customize Quick Access Toolbar: For all documents (default)

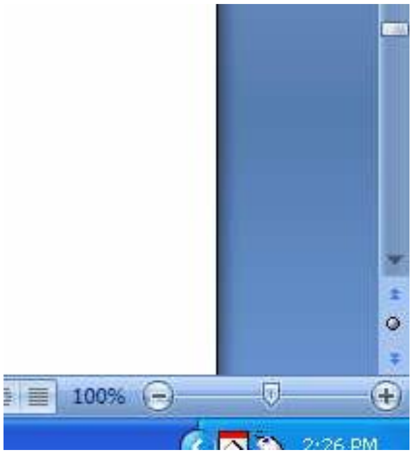
☑ Show Quick Access Toolbar below the Ribbon

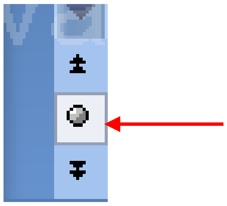
6. Click the **Add** button.
7. Click the **Up** or **Down arrows** to change the order of the new tool on your Quick Access Toolbar.
8. Repeat steps 4 to 8 to add additional tools.
9. Click **OK** when all your tools are listed on the right-hand pane.

USING THE SELECT BROWSE OBJECT

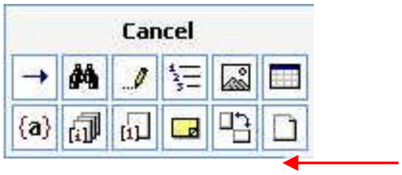
To move through (browse) your document by page, or sections, click the **Select Browse Object –** located in the lower right corner of your document screen.

Lower right corner of your screen.



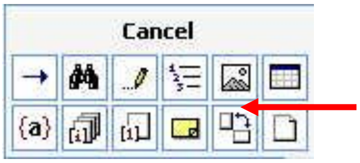


Browse Object



Page

1. Click the **Browse Object button**
2. Click the **Page button** navigate to the next page

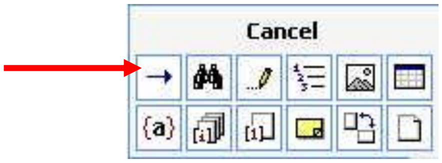


Section

- **The Clip Page and**
- **Front Cover Page are sections within your bill draft**

1. Click the **Section button once** to navigate to the **(clip page)**
2. Click the **Section button twice** to navigate to the **(Front Cover page)**

Go to a Specific Page



1. Click the **Go to button**
2. Type the page number
3. Press Enter

Index

ADDING TOOLS TO THE QUICK ACCESS TOOLBAR 41
ADDITIONAL MACROS 37
AERO PEAK 27, 28
ALT 13
AUTOTEX 34
AUTOTEXT ENTRY - HOW TO CREATE 34
B00 MACRO 36
B02 MACRO 36
B04 MACRO 36
B06 MACRO 36
B08 MACRO 36
B10 MACRO 36
B12 MACRO 36
B90 MACRO 36
B92 MACRO 36
B94 MACRO 36
B96 MACRO 36
B98 MACRO 36
BILL MACRO 36
BROWSE 44
CHANGING FONT 25
CHANGING PARAGRAPH ALIGNMENT 26
CHANGING WORK LOCATIONS 10
CLOSE A DOCUMENT 28
COMMAND BUTTONS 6
COPY 22
COPYING TEXT BETWEEN TWO DOCUMENTS 29
CREATING A LETTER 30
CREATING AN ENVELOPE 33
CUT, ... 22
DELETING TEXT 21
DIALOG BOX LAUNCHER 6
DROP-DOWN NAVIGATION ARROW 17
FONT SIZE 25
FORMAT PAINTER 39
FORMATTING EXISTING TEXT 24
FORMATTING TEXT AND PARAGRAPHS 24
GROUPS 6
HOW TO SAVE YOUR NORMAL TEMPLATE 34

INSERTING TEXT 22
KEY TIP BADGES 13
KEY TIPS 13
MANAGE MULTIPLE WORD DOCUMENTS 27
MOVING THROUGH YOUR DOCUMENT 40
NCREASE/DECREASE FONT SIZE BUTTONS 25
NETWORK DRIVE G: 10
NETWORK DRIVE L: 10
NORMAL STYLE 24
OFFICE BUTTON 5
OPENING A WORD DOCUMENT 12
PAGE BUTTON 44
PASTE 22
POPULAR COMMANDS 42
PRINT YOUR DOCUMENT 11
QAT 41
QUICK ACCESS TOOLBAR 7, 13, 16, 41
RECALLING AUTOTEXT ENTRY 35
REDO 23
REPLACE TEXT 21
RIBBON 5
SAVE AS DIALOGUE BOX 17
SAVE ON MENU BAR 16
SAVE YOUR DOCUMENT 9
SAVING FILE 10
SECTION BUTTON 44
SPELL CHECK YOUR DOCUMENT 15
START MICROSOFT WORD 4
TABS 6
THUMBNAIL 27
TO RECALL YOUR AUTOTEXT ENTRY. 35
UNDO 23
USING A MACRO 36, 37
WORD PROCESSING 4
WORKING WITH FONTS 25
ZOOM SLIDE 7